



JUSTICE ADMINISTRATIVE
COMMISSION



JAC's Public Records Policy

Cris Martinez
General Counsel
May 4, 2016

JAC Public Records Request Policy

“It is the policy of the Justice Administrative Commission (JAC) to make public records available for inspection or copying as quickly as reasonably possible.”



Two Types of Requests

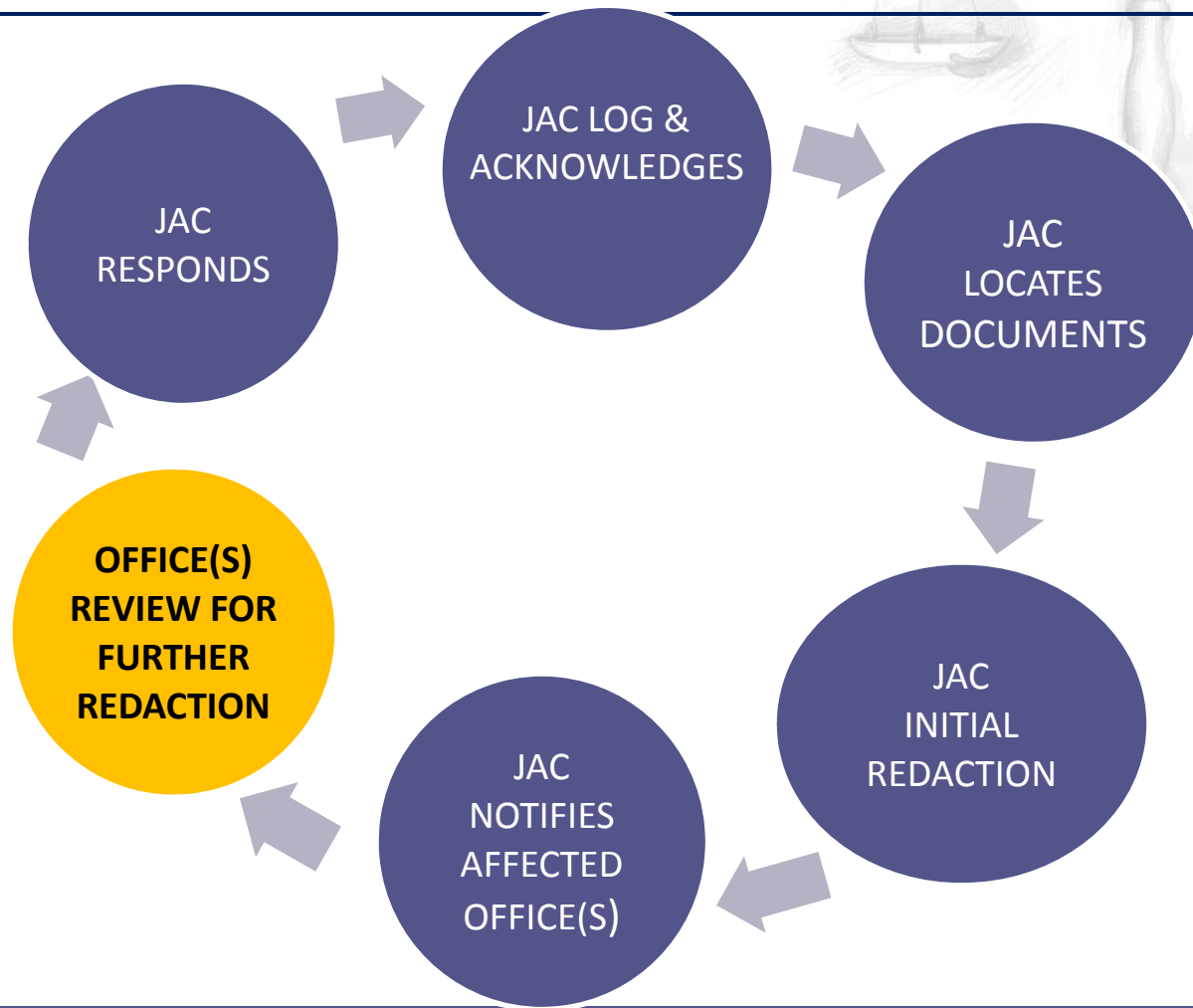
- Request for Information/Documents:

When an office JAC serves requests information or records related to that office.

- Public Records Request:

When a member of the public or an office (whether served by JAC or not) requests records related to JAC or any of the offices it serves.

JAC's Public Records Request Cycle



Pursuant to JAC's Public Records Request Policy, JAC will . . .

- notify affected offices of requests concerning their office
- request that your office review documents for additional redaction of confidential, exempt or protected information
- request that your office provide citations for the basis of the redacted information or confirmation of protection status, should your office request additional redactions

What JAC Can/Cannot do Concerning Public Records Requests

JAC Can

- Assist your office with the requested records (without providing legal advice)
- Assist your office with any correspondence (without directly addressing the requestor)
- Provide document(s) maintained in JAC's possession for office response to a public records request

JAC Cannot

- Provide legal advice on how to respond to a public records request
- Respond or correspond with a public records requestor on behalf of your office
- Provide document(s) maintained by an office that are not in JAC's possession in response to a public records request made of JAC

How You Can Help

- by being *specific* in your response to a notification concerning a public records request that affects your office
- by *providing the citation*, should your office request further redaction
- by *responding in the allotted time* provided in the notification email so JAC can respond in a reasonable time
- by *providing an alternative Public Records Contact*, should you be out of the office



Questions:

Cris Martinez

General Counsel

cris.martinez@justiceadmin.org

Veronica Vasquez

Public Records Coordinator

veronica.vasquez@justiceadmin.org

Telephone: (850) 488-2415

publicrecords@justiceadmin.org

